



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Oil And Gas Division.

Agency: Oil And Gas Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	87-193	ENFORCEMENT FILES Enforcement files include extensive correspondence. These are initiated by a Notice of Violation or Notice of Investigative Hearing, a computer generated form, and followed by several computer form letters. If litigation becomes necessary, files may include court proceedings and papers. Correspondence with other state and local officials, members of industry and the general public may also be present. Confidential [IC 5-14-3-4(b)(2)] and [IC 5-14-3-4(b)(6)], 1988 Ed.	TRANSFER hard copies to the Indiana Archives for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after enforcement action is concluded. DELETE computer data one (1) year after enforcement action is concluded.
2	2013-14	ORGANIZATIONAL REPORTS These reports and Department of Natural Resources forms show the business and tax structure of an applicant or an applicant-s agent. The name-mailing address-and whether the applicant or agent is a sole proprietorship, partnership or corporation is shown. Records are maintained in a three (3)-ring binder and date to the late 1980s. The Division of Oil and Gas has found at times wells have been re-opened and not operated or plugged properly or a salt spill may have occurred. If it can be determined that the operator was involved or damages occurred while the operator was the holder of record, the operator can be held for damages.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twenty (20) years after the company has transferred, sold or plugged and abandoned their interests in their wells.
3	85-834	OIL AND GAS WELL RECORDS This is the complete record of all Division actions on each well. A typical file may contain State Form Number 21096R, State Form Number 36038 or State Form Number 37136. Pursuant to IC 14-37-7-1, the Natural Resources Commission may require certain documents from the applicant. The application, a map and any supporting documents for the application and its processing, radioactivity logs, and plugging information are contained in paper folders arranged by location, section, township and range. All active and inactive permits are combined as one unit. Disclosure of these records may be subject to IC 14-37-7-2.	IMAGE according to IARA imaging standards and MICROFILM according to 60 IAC 2 on permit issuance. TRANSFER original negative roll to the INDIANA INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies and scanned images in agency for research convenience.
4	85-843	BLANKET BONDS Performance bonds posted are \$2,000 for each well and #30,000 for any number of wells (IC 13-8-8-1, 1988 Edition).	RETURN to surety when released by Natural Resources Commission pursuant to IC 13-8-8-3, 1988 Edition.
5	85-844	CERTIFICATES OF DEPOSIT (IN LIEU OF SURETY BOND) Used in lieu of surety bond. (IC 13-8-8-2, 1988 Edition)	RETURN to principal when released by Natural Resources Commission or to financial institution when submitted for forfeiture.